

## **Notice of Privacy Practices in the Use and Disclosure of Personal Health Information**

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully. This notice applies to the DeKalb Community Service Board (the "DeKalb CSB").

### **Understanding your Health Information**

Each time you visit our offices, a record of your visit is made. Typically, this record contains your symptoms, examination and test results, diagnoses, treatment, and a plan for future care or treatment. This information often referred to as your health or medical record serves as a:

- Basis for planning your care and treatment
- Means of communication among the many health professionals who contribute to your care
- Legal document describing the care you received
- Means by which you or a third-party payer can verify that services billed were actually provided
- Tool in educating health professionals
- Source of information for public health officials charged with improving the health of the nation
- Source of data for facility planning and marketing
- Tool with which we can assess and continually work to improve the care we render and the outcomes we achieve

This Notice of Privacy Practices describes how the DeKalb Community Service Board (the "DeKalb CSB") may use and disclose your information and the rights that you have regarding your health information.

The DeKalb Community Service Board will not use or disclose your health information without written authorization, except as described in this Notice. Use or disclosure pursuant to this Notice may include electronic transfer of your health information.

### **HIPAA Privacy Practices Rights**

Although your health information is the physical property of the facility or healthcare practitioner that compiled it, the information belongs to you, and you have certain rights over that information. You have the right to:

Request a restriction on certain uses and disclosures of your information

- Obtain a copy of the notice of the DeKalb CSB HIPAA privacy practices upon request
- Inspect or have access to a copy of your health record, unless a physician determines that the record review would be detrimental to your wellbeing. (a fee may be applied)
- Request an amendment or correction to your health record
- Obtain an accounting of disclosures (list of when and to whom your health information was released without your authorization within 6 years of your request for non-routine disclosures made on or after April 14, 2003)
- Request communications of your health information by alternative means or at alternative locations (ie...phone, written or e-mail communication)
- Revoke your authorization to use or disclose health information except to the extent that action has already been taken

## **Our Responsibilities**

The DeKalb Community Service Board has certain responsibilities regarding your health information, including the requirement to:

- Maintain the privacy of your health information
- Provide you with this Notice that describes our legal duties and privacy practices with respect to information we collect and maintain about you
- Abide by the terms of this notice
- Notify you if we are unable to agree to a requested restriction
- Accommodate reasonable requests you may have to communicate health information by alternative means or at alternative locations
- Obtain your authorization, prior to disclosure of psychotherapy notes ( where appropriate)
- Obtain your authorization prior to disclosure of PHI for marketing purposes
- Obtain your authorization prior to disclosures that constitute a sale of PHI
- Obtain your authorization for other uses and disclosures of PHI not described in the Notice of Privacy Practices

## **For More Information or to report a Problem/Complaint**

- If you have questions or would like additional information, you may contact the Privacy Officer at 404-508-7973.
- If you believe your privacy rights have been violated, you can file a complaint with the Privacy Officer or with the Secretary of Health and Human Services. There will be no retaliation for filing a complaint.
- Please submit your questions or complaint in writing and mail to: Privacy Officer, DeKalb Community Service Board P.O. Box 1648 Decatur, Georgia 30031.